

# Fiscal Flyer

CFMA-Issue 15

April 2006

## MAKING YOUR LUNCH RESERVATIONS

Your **lunch reservations** should be made using the Internet. Visit the CFMA luncheons web page (see link below) and click on the "Place Setting." You can register each month or sign up for all the lunches in one visit. Please register by 12 PM on the Wednesday before the lunch. If you need to cancel after you register, please email Dottie Relaford before noon on the Wednesday before the lunch. [dottie.relaford@state.co.us](mailto:dottie.relaford@state.co.us).  
<http://www.state.co.us/cfma/Luncheons/lunch.htm>



### April Luncheon

Place: Beef Palace – Serving Steak & Chicken Fajitas

Time: April 6, 2006 11:45am -1:30pm

Speaker: Fred Joseph, Commissioner  
Division of Securities

## President's Corner By *Mindy Densmore*

*Have all the outstanding fiscal employees retired????*

I was checking with Brent Voge, who is chairing the committee to review nominations for the outstanding fiscal employee, manager and team and he has received only **one** nomination!! Please think about recognizing those people who provide support and make your work life easier.

Nominations are due to Brent by April 14. Also, please contact Brent if you would like to help review the nominations – this is a short term commitment and a wonderful way to give back to CFMA.

Also – please let Cindy Howe know right away that you have formed a team for the bowlathon – the deadline is April 3. You don't have to be a good bowler – just someone who wants to have a fun afternoon. The bowlathon raises funds to provide college scholarships – what a great way to encourage future fiscal managers! Thanks to **Tim Villarosa** for stepping up to help Cindy Howe organize this year's event. Also remember that the bowlathon starts at **11:30** (start time was originally 10:30).

Registration is open for the annual Spring Education Conference in Steamboat Springs. The agenda is available at the website and the committee is sending out letters to all the agency Executive Directors letting them know the value of this conference. We look forward to seeing you there. For those of you require CPE credit, the CPE information will be posted on the website in the next two weeks. Please let me know if you have any questions or suggestions for this or future educational opportunities.

Please plan on attending the monthly luncheon April 6. Our speaker is Fred Joseph, who is the Commissioner of the Division of Securities.

Thanks again to all of you who help make CFMA a valuable and viable organization!



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# The Controller's Corner

By the Field Accounting Services Team, State Controller's Office



## What's Happening?

### *New Staff on FAST*

The State Controller's Office (SCO) welcomes two new staff members on March 27. Dawn Lockert will be joining payroll to work on garnishments. Dawn comes to the SCO from Secretary of State's Office.

Valerie Smith will join Central Accounting to do their PERA reporting. Valerie comes to the SCO from Health Care Policy and Financing.

### **Supplemental Bills**

Supplemental bills have been signed and many of you have contacted your FAST member to enter APs. Please remember to use spending authority indicator "03", put the bill number on every AP document and sign the document before sending to the SCO. We would like to complete booking of the supplementals in period 9.

### *CCCAS Turnaround Forms*

You should have received the Continuing and Expiring Capital Construction Appropriation Forms in an email from Dottie Relaford. If you are the person in your organization that should receive the report and you have yet to see it, contact your FAST member and he or she will forward it to you.

### **Open FY07/Close FY06 Training**

This year at the General Open/Close Training – Tuesday, April 4 - we are offering additional training covering AP documents, COFRS Grant module, Paydate shift and Capital Construction. Coffee, tea and donuts will be available at 8:45 AM. For those of you who prefer healthier fare, you'll have to bring your own!

Higher Ed Open/Close – Friday, April 7

Open/Close for New Employees –

Friday, April 28

Details and registration at the site below:

<http://www.colorado.gov/dpa/dfp/sco/traininginfo.html>

**BRING YOUR OWN HANDOUTS (because we won't have any!) PRINT THEM FROM THE WEBSITE!**

### *Contracting*

SCO Contracting section reminds you June is just around the corner. So if you know your contract expires June 30, get the new one to them ASAP

### *Quarter Close*

April 14 is third quarter close. Wow! Only one quarter to go before year end. Make this quarter a practice round by reviewing your quarterly reports and getting started on your year end entries!

### *Fiscal Procedures Manual*

The updated fiscal procedures manual is available on our website. If you want to order from central printing, instructions are at the website under "What's New".



## Tips and Hints

If you have ever had occasion to look for an IT document that has hit your COFRS reports, but is no longer on the suspense file and you can't find the paper backup, let me share this with you!

On the Financial Data Warehouse choose Agency/YTD Reports. Under "Report" select IT (intragovernmental) Transactions (ITYAQ); select your agency, fiscal year and if you know the accounting period select it, as it will narrow the search. Then choose HTML Report Format. Click on Submit. The report will list all the IT's that have processed for your agency that month. Running in HTML format produces a report that shows the IT documents underlined. If you double click on the underlined document, the next screen will show all the COFRS entries associated with that transaction. So you will know who is charging your account for what!



# The **Fourth** Branch

## Happenings in Higher Ed



### **Merger**

In a surprise move, the University of Colorado Board of Regents and the Governing Board for the Community College System voted to consolidate the institutions creating one of the largest higher education systems in the nation. The Colorado Commission on Higher Education's new director, Ken Lay approved the merger which became official with the final passage of SB06-555. An earlier veto by the Governor was overturned by a unanimous, bipartisan vote in the House and the Senate. CU is delighted to raise tuition for their new students and the Community Colleges are happy to finally have a football team. All in all, the merger is expected to be a huge success.

Not to be outdone, Colorado State University is in private negotiations with the State Colleges. More information will be provided at a later date. The Governor was not available for comment as he was admitted to Denver General Hospital with chest pains upon hearing the news.

### **April Fool's!!!!**

### **"Non-April Fool's" news:**

#### **CFMA Spring Conference**

The Financial Advisory Committee (FAC) would like to encourage each institution to attend the Spring CFMA Conference scheduled for May 17-19<sup>th</sup> in Steamboat Springs. A higher education track will be provided including sessions on changes to the NCAA Audit Guide, Federal Grant reporting and compliance, and IRS reporting for non-resident aliens and Unrelated Business Income Tax (UBIT). Please see the CFMA web site for more information.

#### **Higher Education Chart of Accounts**

Did you know that Higher Education has its own COFRS Chart of Accounts (COA)? Because not all institutions are the same, each school has its own financial system designed to fit individual business practices and to comply with reporting requirements unique to higher education. To ensure accurate and consistent financial reporting to the State, the data is summarized and uploaded to COFRS using select coding approved by the FAC.

The approved COFRS coding is outlined in the Higher Education Chart of Accounts and can be found on the FAC web site at: <http://www.colorado.gov/dpa/dfp/sco/fac/index.htm>. Revisions are in bold and include changes for Exempt Enterprises. **Use of any other COFRS codes must be approved by the FAC.**

#### **Enterprise Accounting Models**

The FAC has been busy updating the COFRS Accounting Models to comply with the changes for Enterprise status. The new models will be added to the FAC web site as they are approved. All models for Exempt Enterprises are denoted with an "x" at the end of their title.

Please contact your FAC representative or Vicki Nichol at [Vicki.Nichol@cudenver.edu](mailto:Vicki.Nichol@cudenver.edu) if you have any questions.



## Officer Nominations

If you are interested in serving on the board or as a chairperson or volunteer for one of our committees for the FY 06-07 fiscal year, please contact the current Vice President, Mary Pearce at [mary.pearce@dora.state.co.us](mailto:mary.pearce@dora.state.co.us) or 303-894-2967. Remember, volunteering is a great way to give back to the organization, network with fiscal leadership, and bring new ideas and vibrancy to CFMA.

A list of the committees can be found on the website by clicking Officers and Committees. We expect to have openings for our Secretary and our Lunch Program. A description of the duties of the Secretary can be found in the Association By-laws located on the CFMA website. The Lunch Program chairperson is responsible for recruiting and coordinating luncheon speakers. We need nominations to present for a vote at the June luncheon. We hope you will seriously consider getting involved in this way.



### 2006 CFMA/CIMA/CSMA SPRING CONFERENCE

*"Investing In Our Future: People, Programs and Performance"*

will be held on

**Wednesday, May 17, 2006 - Friday, May 19, 2006**

at The Sheraton and The Grand Hotels - Steamboat Springs, CO

The spring conference website is open for registration at:  
<http://www.state.co.us/cima/2006Spring/Spring2005.htm>

To accommodate drive time, the first general session will begin at 1:30 on May 17 and the conference will end with lunch from 12:30 to 1:30 on May 19.

The registration fees for early registration (by May 1) is \$95 for the entire conference or \$75 for one day. Meals are included in the registration fee. Hotel accommodations are not included.

Hotel rates are also available on the registration website.

From a fiscal perspective, there will be presentations on identity theft, forensic accounting and internal controls. There will also be a PERA update as well as other management development presentations including one on succession planning. The agenda is available at the registration website.

Plan on attending this educational opportunity – the cost is low and the educational benefits are worthwhile!

2005 - 2006

OFFICERS

President	Mindy Densmore
Vice President	Mary Pearce
Secretary	Lavynia Washington
Treasurer	Tammy Lobato

E-MAIL ADDRESS FOR THE OFFICERS AND COMMITTEE CHAIRS CAN BE FOUND ON THE CFMA WEBSITE:

[HTTP://WWW.STATE.CO.US/CFMA/HOME.HTM](http://www.state.co.us/cfma/home.htm)



*"Attend three CFMA luncheons this year and get the 4<sup>th</sup> lunch free!" – CFMA Board*

*CFMA's very popular buy three get one free lunch program is in place for the upcoming year. If you attend all eight lunches this year, CFMA will pay for two of them. To assist in the record Keeping process, please register each month using the Web site registration and be sure to use the same name. For example, Roger Cusworth and Roger A Cusworth are treated as two people in the database used to track free lunches. You also need to be sure you check in each time you attend a luncheon.*

*In case you are wondering, your attendance from last year does not carry over to this year.*



## Bowl-a-Thon

**Form a team! Pick a captain! Seek pledges!**

It's time to begin thinking about the annual CFMA Bowl-A-Thon to raise funds for the Tim Smith Memorial Scholarship Program. This year, it will be held on **Saturday, April 22, 2006** from **11:30 – 1:00** at Sierra Vista Lanes in Wheat Ridge. We were able to reserve a date again this year that did not land before or after Spring Breaks, or during Easter weekend. We hope that this will allow for more people to participate and teams to be formed.

Further information about the bowl-a-thon will be announced in the next Newsletter. A pledge form and a team registration form will be placed on the CFMA web site soon, and will be included with the next Newsletter.



*"There may be more to learn from climbing the same mountain a hundred times than by climbing a hundred different mountains."  
~Mountain Rose Café – Winter Park*